



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1138/2013

14 November 2013

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS  
AND NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES  
TO THE CHEMICAL WEAPONS CONVENTION  
OPCW HEADQUARTERS  
THE HAGUE, THE NETHERLANDS**

1. The Technical Secretariat (hereinafter “the Secretariat”) is organising a series of four internships for legal drafters and National Authority representatives at the Organisation for the Prohibition of Chemical Weapons (OPCW) Headquarters in The Hague, the Netherlands. The internships are scheduled for:
  - (a) 24 to 28 February 2014
  - (b) 19 to 23 May 2014
  - (c) 22 to 26 September 2014
  - (d) 17 to 21 November 2014.
2. Upon entry into force, the Chemical Weapons Convention (hereinafter “the Convention”) creates definite obligations for each State Party, and all States Parties are expected to comply fully with these obligations. In addition to eliminating an entire category of weapons of mass destruction, the Convention also stipulates the purposes for which the use of toxic chemicals is not prohibited and creates a legal basis for enforcing the declaration and verification regimes to ensure that such chemicals are not misused as chemical weapons. One of the key requirements in this regard is the adoption of the necessary legislative measures to implement the provisions of the Convention. A State Party does so by adopting legislation prohibiting natural and legal persons from engaging in any activities prohibited under the Convention on its territory (subparagraph 1(a) of Article VII) and by also extending the penal provisions to its nationals residing beyond its national jurisdiction (subparagraph 1(c) of Article VII).
3. The Conference of the States Parties (hereinafter “the Conference”) at its Fourteenth Session adopted a decision on the national implementation of Article VII (C-14/DEC.12 dated 4 December 2009), and invited the Secretariat to issue two concurrent reports reflecting “all key legislative areas” that States Parties were to put in place to fully implement the Convention. In the same decision, the Conference



encouraged the Secretariat to continue providing, upon request, technical assistance in a tailor-made and systematic manner to effectively address the needs of States Parties in regard to their practical national implementation issues and concerns. The Conference further encouraged States Parties, particularly those desiring assistance in fulfilling their Article VII obligations, to take advantage of available assistance, if considered appropriate.

4. The internship for legal drafters entails a one-week drafting session at the OPCW Headquarters for legal drafters and other relevant National Authority representatives, during which they are equipped with the technical capacity and requisite skills to enable them to complete a draft of national implementing legislation and also to pursue its adoption upon their return.
5. The objectives of the internship are to provide tailor-made assistance to States Parties that have not yet started developing the initial draft of their national implementing legislation, or those that have challenges in this regard. By the end of the internship, it is expected that participating States Parties would have draft legislation that is fully in line with the provisions of the Convention, meets the requirements of their respective national legislative bodies, and is suitable for submission to parliament. The internship also seeks to support States Parties that may already have such a framework in place but require support to draft administrative measures.
6. The selection criteria are attached as Annex 1, and the provisional programme as Annex 2 to this Note.
7. Each nomination should specify whether sponsorship is a condition for participation. The internship will be conducted in English, French, and Spanish. Participants are expected to have a good command of English.
8. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and offer a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored participants. Participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate this as soon as possible, so that the Secretariat does not incur any hotel cancellation fees. The Secretariat will not cover the costs of any accommodation it has not arranged.
9. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than a day before the commencement of the internship** and to depart **no later than the day after it ends**.
10. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the event or that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.

11. All nominations from States Parties must be formally endorsed by the National Authority. Participants are requested to obtain any necessary visas (including transit visas) before travelling to the Netherlands.
12. Interested States Parties are invited to complete the nomination form that is included as Annex 3 to this Note, making sure in particular to provide all the contact details it requests. Completed forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 416 3228, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org).
13. All nominations must be received by the Secretariat **no later than:**
  - (a) **11 January 2014** for the February session
  - (b) **28 February 2014** for the May session
  - (c) **28 June 2014** for the September session
  - (d) **30 September 2014** for the November session
14. Nominations received after this date will not be considered. Only candidates whose nominations have been successful will be contacted. Please be advised that participants must present an OPCW acceptance letter in order to register.
15. Upon submission of the applications, the National Authority is required to indicate a preferred and an alternate session which it would like to attend.
16. For additional information about the event please contact the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is:

Mr Danilo Campisi  
+31 (0)70 416 3034  
[danilo.campisi@opcw.org](mailto:danilo.campisi@opcw.org)

Annexes:

- Annex 1: Selection Criteria  
Annex 2: Provisional Programme  
Annex 3: Nomination Form

**Annex 1**

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS  
AND NATIONAL AUTHORITY REPRESENTATIVES OF STATES PARTIES  
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**SELECTION CRITERIA**

1. It is expected that there will be a total of four participants for each session of the internship for legal drafters. Each participating State Party, through its National Authority, is to submit two candidates, one of whom should have a legal background and the other should be involved with the running of the National Authority.
2. The Secretariat will only consider applications submitted by the National Authority that will be responsible for coordinating the application process nationally.
3. **Please note that the successful completion of the programme requires the participation of both the representative of the National Authority and the legal drafter. For this reason, should one of the two candidates decide not to participate or to withdraw from the programme, the other candidate will no longer be able to participate/continue.**
4. The criteria for accepting applications for the internship include the following:
  - (a) Legal drafters should:
    - (i) be working in a legal capacity, preferably as a lawyer in a government body, either a regulatory body or a relevant ministry;
    - (ii) have experience with the drafting of legislation; and
    - (iii) have a good command of English, which is the working language at the OPCW Headquarters, even if the legislation is to be drafted in another OPCW official language.
  - (b) National Authority representatives should:
    - (i) be in a position to liaise with the competent authorities and other relevant stakeholders;
    - (ii) have sufficient knowledge of the Convention to assist the legal drafter in drafting the implementing legislation; and
    - (iii) have a good command of English.
5. Prior knowledge of relevant legal instruments relating to chemistry, imports/exports, and/or disarmament is an advantage.
6. Participants will be expected to bring along with them as many relevant documents as possible, including, but not limited to, their national penal code; existing legislation in terms of imports/exports; and their constitution. To facilitate the drafting sessions, throughout the internship, participants are required to be in a position to liaise with their capitals should the need arise. For this reason, before travelling to the OPCW, participants should have identified designated points of contact in the relevant ministry or ministries and government departments.

**Annex 2**

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS  
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**PROVISIONAL PROGRAMME**

<b>Time</b>	<b>Activity</b>
<b>Day 1</b>	
<b>Session 1</b>	
09:30 – 10:00	Registration
10:00 – 10:30	Tour of the OPCW's premises
10:30 – 11:15	<ul style="list-style-type: none"> <li>• Welcome by the Head of the International Cooperation Division</li> <li>• Overview of the programme</li> </ul>
11:15 – 11:30	<i>Coffee/tea break</i>
11:30 – 13:00	<ul style="list-style-type: none"> <li>• The Chemical Weapons Convention: <ul style="list-style-type: none"> <li>- Genesis and development</li> <li>- Outline of the different “pillars” of the Convention: disarmament, non-proliferation, technological development, international cooperation</li> </ul> </li> <li>• Q&amp;A session</li> </ul>
13:00 – 15:00	<i>Lunch</i>
<b>Session 2</b>	
15:00 – 15:45	<ul style="list-style-type: none"> <li>• Recent developments in relation to Article VI declarations</li> <li>• Q&amp;A session</li> </ul>
15:45 – 16:30	<ul style="list-style-type: none"> <li>• Recent developments in relation to Article VI inspections</li> <li>• Q&amp;A session</li> </ul>
16:30 – 16:45	<i>Coffee/tea break</i>
16:45 – 17:30	<ul style="list-style-type: none"> <li>• The role of the National Authority as the receiving State Party for a challenge inspection</li> <li>• Q&amp;A session</li> </ul>
<b>Day 2</b>	
<b>Session 3</b>	
09:00 – 10:00	<ul style="list-style-type: none"> <li>• Overview of the legal requirements under the Convention and the role of the National Authority</li> <li>• Q&amp;A session</li> </ul>
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:00	Assessment of the legislative needs/requirements: brainstorming with the Implementation Support Branch legal officers
12:00 – 14:00	<i>Lunch</i>
<b>Session 4</b>	
14:00 – 16:30	Drafting session: outline of the implementing legislation

<b>Time</b>	<b>Activity</b>
<b>Day 3</b>	
<b>Session 5</b>	
09:00 – 10:00	<ul style="list-style-type: none"> <li>• Identification of best practices</li> <li>• The need of effective legislative framework provisions</li> </ul>
10:00 – 10:15	<i>Coffee/tea break</i>
10:15 – 12:30	Drafting session: definitions and obligations
12:30 – 14:30	<i>Lunch</i>
<b>Session 6</b>	
14:30 – 16:30	Drafting session: Schedule 1 chemicals and facilities related to such chemicals
16:30 – 17:00	<i>Coffee/tea break</i>
17:00 – 18:00	Drafting session: Schedule 1 chemicals and facilities related to such chemicals (continued)
<b>Day 4</b>	
<b>Session 7</b>	
09:00 – 10:30	Drafting session: Schedule 2 chemicals and facilities related to such chemicals
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 13:00	Drafting session: Schedule 3 chemicals and facilities related to such chemicals
<b>Session 8</b>	
13:00 – 15:00	<i>Lunch</i>
15:00 – 16:30	Drafting session: other chemical production facilities
16:30 – 17:00	<i>Coffee/tea break</i>
17:00 – 18:00	Drafting session: penal provisions and miscellaneous
<b>Day 5</b>	
<b>Session 9</b>	
09:00 – 10:30	Drafting session: effective legal framework for the adoption of administrative measures
10:30 – 10:45	<i>Coffee/tea break</i>
10:45 – 13:00	Drafting session: consolidation of the draft
<b>Session 10</b>	
13:00 – 15:00	<i>Lunch</i>
15:00 – 16:45	Drafting session: review of the draft
16:45 – 17:45	Evaluation and closing

**Annex 3**

**INVITATION TO APPLY FOR AN INTERNSHIP FOR LEGAL DRAFTERS  
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**NOMINATION FORM**

Please submit the completed form before the deadline indicated in the invitation Note to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 306 3535 or +31 (0)70 416 3228; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org)

**Please type or use BLOCK LETTERS.**

<b>1. PERSONAL AND CONTACT DETAILS</b>			
Family name <sup>*</sup>			
First name(s) <sup>*</sup>			
Work address			
Home address			
Date of birth	Day	Month	Year
Citizenship			
Gender <sup>**</sup>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
E-mail address			
Telephone numbers (including country and city codes)	Home		
	Work		
	Mobile		
Fax numbers (including country and city codes)	Home		
	Work		

\* Please give the first and family names exactly as they appear in the applicant's passport.

\*\* For this and all like items, please tick the appropriate box.

<b>2. EDUCATION</b>			
Please list all graduate and postgraduate degrees, starting with the most recent.			
1.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
2.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
3.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
4.	Name and location of institution		
	Main subject		
	Dates attended	From	To
	Degree obtained		
<b>3. EMPLOYMENT HISTORY</b>			
What is your profession?			
Please give a brief description of your current work.			
Please list below the three most recent posts you have held (starting with the most recent).			
1.	Employer		
	Title		
	Dates	From	To
2.	Employer		
	Title		
	Dates	From	To
3.	Employer		
	Title		
	Dates	From	To



<b>4. LANGUAGES</b>					
Complete the table below indicating your degree of proficiency in English, French and Spanish by using the following symbols: M = mother tongue, A = good, B = average, C = elementary, D = none					
Language	Reading	Comprehension	Speaking	Writing	
English					
French					
Spanish					
Other (specify):					
Please tick the preferred language for drafting the legislation:					
English	<input type="checkbox"/>	French	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
<b>5. SUPPORTING DOCUMENTATION</b>					
Please attach the following documents to your application:					
<ul style="list-style-type: none"> <li>a letter of recommendation from your supervisor, which details your qualifications, and attests to the relevance of this internship to the work of the State Party (see section VII);</li> <li>an up-to-date curriculum vitae;</li> <li>a copy of the certificate attesting that you have followed the OPCW e-learning event (available at: <a href="https://opcw.csod.com/selfreg/register.aspx?c=opcw_ext_delegate">https://opcw.csod.com/selfreg/register.aspx?c=opcw_ext_delegate</a>);</li> <li>photocopies of the relevant pages of your passport (including the pages with the photograph and personal details).</li> </ul>					
Applications without full supporting documentation will <b>not</b> be accepted.					
<b>6. SIGNATURES</b>					
Applicant: _____		Date: _____			
Supervisor: _____		Date: _____			
Head/Director of the Office (if different from the supervisor): _____		Date: _____			

